

INVITATION TO BID
CITY OF NEW ORLEANS, DEPARTMENT OF FINANCE, PURCHASING BUREAU
CITY HALL, 1300 PERDIDO ST., ROOM 4W07, NEW ORLEANS, LA 70112

Email: purchasing@nola.gov

THIS IS A FORMAL CITY BID SOLICITATION FOR PUBLIC WORKS AND CAPITAL PROJECTS. INTERESTED PERSONS SHOULD CAREFULLY READ AND ATTEND ALL STATED INFORMATION AND REQUIREMENTS, INCLUDING SUCH CONTAINED IN ATTACHMENTS.

REQUIREMENT TYPE:	<input type="checkbox"/> Public Works <input type="checkbox"/> Capital Projects	PROPOSAL NO.	ISSUE DATE:
		SPONSORING CITY DEPT. OR AGENCY:	
REQUIREMENT DESCRIPTION: (as detailed in Project Manual)			
BID CONFERENCE:	<input type="checkbox"/> None	<input type="checkbox"/> Optional	<input type="checkbox"/> Mandatory-The City will receive bids only from persons/firms shown on the City's attendance list.
	Date:	Time:	Place: <input type="checkbox"/> Purchasing Conf. Room, #4W05, 4 th Fl. City Hall, 1300 Perdido St., New Orleans, LA 70112 followed by a site walk-through at _____ or <input type="checkbox"/> Public Works Conference Room, Rm 6W03, 6th Fl. City Hall
<p><i>Note: The City may prepare a conference report showing attendance, summarized Q&A, and matters discussed. Substantive questions must be submitted by proposers in writing to the Point of Contact no later than (7) seven working days prior to bid opening. The City will publish any such report by Invitation to Bid Addendum posted to the Purchasing website (http://www.purchasing.nola.gov/bsollogin.jsp) and provide it in the Purchasing Bureau two working days after the conference. The published conference report is the exclusive, authoritative record of City statements at the conference.</i></p>			

BID INSTRUCTIONS: Failure to satisfy instructions may render bids non-responsive and remove them from the competition. Bid submissions are City property. Bidders should mark documents or information claimed confidential and justify any claimed exemption from public records disclosure. The City will not credit blanket confidentiality claims. All bids remain valid for 90 DAYS after the final bid deadline. Specification references to certain brands, makes, or manufacturers state only the general style, type, character, and quality desired. Equivalent products are acceptable. The City is not responsible for bid costs. Procurements produce no exclusive right to City work or purchases. Project Manual Section 00110 provides additional information for bidders. Bidders commit to abide by City Code, Chap. 2, Art. XIII, Sect. 2-1120, as adopted by City Ordinance No. 22,888 M.C.S. (relative to the operations and authority of the City Inspector General). **BIDDERS SHOULD CLOSELY MONITOR THE PURCHASING WEBSITE FOR NEW OR REVISED SPECIFICATIONS, BID INSTRUCTIONS, NOTICES, ETC.**

DOCUMENTS: APPLIES? YES NO Bidding documents may be obtained online at <http://www.purchasing.nola.gov/bsollogin.jsp> or through the City of New Orleans webpage www.nola.gov, select "City Purchasing Portal". Addenda will be transmitted to all bidders who login and acknowledge download of bid documents online from the City Purchasing Portal, i.e. answer 'yes' when downloading bid documents.

APPLIES? YES NO **Printed sets of the Bidding Documents may be obtained from _____** A fee or deposit in the amount noted below is required. Bidding Documents will be issued only in completed sets.

PROJECT NAME:

CONSULTANT:

APPLIES? YES NO **A deposit** for printed sets of bidding documents in amount of \$ _____

APPLIES? YES NO **A non-refundable fee** for printed sets of bidding documents in amount of \$ _____

DEPOSITS ON THE FIRST SET OF DOCUMENTS FURNISHED BONA FIDE PRIME BIDDERS WILL BE FULLY REFUNDED UPON RETURN OF THE DOCUMENTS NO LATER THAN TEN DAYS AFTER RECEIPT OF BIDS. ON OTHER SETS OF DOCUMENTS FURNISHED TO BIDDERS THE DEPOSIT LESS ACTUAL COST OF REPRODUCTION, WILL BE REFUNDED UPON RETURN OF THE DOCUMENTS NO LATER THAN TEN DAYS AFTER RECEIPT OF BIDS. WHERE THE PUBLIC ENTITY, ITSELF, PREPARES AND DISTRIBUTES THE CONTRACT DOCUMENTS, THE PUBLIC ENTITY MAY, IN LIEU OF A DEPOSIT, CHARGE A FEE FOR THE DOCUMENTS, WHICH SHALL NOT EXCEED THE ACTUAL COST OF REPRODUCTION.

SUBMISSIONS DUE:	Date:	Time:	Place: Purchasing Bureau, Room 4W07 City Hall, 1300 Perdido St., New Orleans, LA 70112
	<p><i>Note: The City will not accept or consider bids delivered by fax, at any other location or email address, or past the deadline. The purchasing date and time stamp clock will be the official and sole determining device for time of receipt for all mailed and hand delivered bids. Any bids received after the deadline will be date stamped and returned to the bidder unopened.</i></p>		
SUBMISSION PACKAGE:	<p>EITHER: SEALED ENVELOPE bearing the Proposal Number & Louisiana State Contractor's License Number OR ONLINE AT http://www.purchasing.nola.gov/bsollogin.jsp</p> <p><i>Note: Bidders should submit bids according to means that produce a written proof of delivery. The City will not credit delivery claims lacking a written proof of delivery.</i></p>		
REQUIRED CONTENTS:	<p>(1) EITHER: TYPED OR PRINTED BID, bearing original signature IN INK by the bidder or authorized</p>		

	<p>representative, on the bid form provided with required attachments if any, <u>and receipt of all addenda acknowledged.</u></p> <p>OR</p> <p>BID SUBMISSION ONLINE at http://purchasing.nola.gov/bsol/login.jsp completing bid quote online and must attach a copy of the signed La. Public Bid Form, Unit Price form and Corporate Resolution and other required bid documents including <u>receipt of all addenda acknowledged online.</u></p>
	<p>(2) IF SOMEONE OTHER THAN A CORPORATE OFFICER SIGNS FOR THE BIDDER/CONTRACTOR, A COPY OF A CORPORATE RESOLUTION OR OTHER SIGNATURE AUTHORIZATION SHALL BE REQUIRED FOR SUBMISSION OF BID. FAILURE TO INCLUDE A COPY OF THE APPROPRIATE SIGNATURE AUTHORIZATION, IF REQUIRED, MAY RESULT IN THE REJECTION OF THE BID UNLESS BIDDER HAS COMPLIED WITH LA. R.S. 38:22L2(A)(L)(C) OR RS 38:2212(O)</p>
	<p>REQUIRED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (For "construction undertaking" valued \$50,000 or more or "hazardous materials" work valued \$1 or more.) THE BIDDER'S APPLIED CURRENT LICENSE(S) NUMBER(S) in the following project classification(s): Name of License must be included in bid. NOTE: THE BIDDER MUST SHOW HIS LICENSE NUMBER ON THE BID ENVELOPE if paper submission.</p>
	<p>REQUIRED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO A <u>bid bond</u> or security in an amount not less than <input type="checkbox"/> \$ _____ or <input checked="" type="checkbox"/> five percent (5%) of bid amount, conditioned on the bidder's failure to execute a contract with the City to supply the specified goods or services.</p> <p>IF SUBMITTING A BID ONLINE, Electronic bid bond submission is enabled through two participating surety agencies or clearinghouses, InSure Vision Technologies and Surety2000. Contact your bonding agent for information about submitting an online Bid Bond. The City requires a Bid Bond Validation Number entered Online.</p> <p>IF SUBMITTING A BID VIA SEALED ENVELOPE, the City will accept a cashier's check, certified check or satisfactory bid bond payable to the City of New Orleans.</p> <p><i>The City will retain bid securities of the three lowest responsible bidders until the Contract is executed or until final bid disposition. The City will return other bid securities after the bid canvass. At contract execution, the City will return bid securities not forfeit for failure to execute a contract with the City.</i></p>

<p>BID OPENING: The City will open the bids in public at <input checked="" type="checkbox"/> the Purchasing Bureau or <input type="checkbox"/> _____ immediately following the bid deadline.</p>

<p>AWARD: It may require additional information from bidders and conduct inquiries to determine the bidder's responsibility or the accuracy of furnished information. Subject to merit-based cancellation and confirmed city funding, the City will award the procurement to the responsible bidder that submitted the lowest responsive (including bid and post-bid requirements) bid. The City may award any options or separate work categories separately or together. The City, at its sole discretion, reserves the right to reject any and all bids.</p>

<p>CONTRACT</p>	
TYPE:	<p><input type="checkbox"/> Fixed Price: Gets the specified thing(s) or service(s) at the bid price.</p> <p><input type="checkbox"/> Requirements/Price Protection: Gets a commitment to supply the thing(s) or service(s) at bid price at City request during term.</p>
TERM:	<p>APPLIES? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> _____ year[s] with City option to renew. <input type="checkbox"/> As provided in Project Manual.</p>
PROVISIONS:	<p>APPLIES? <input type="checkbox"/> YES <input type="checkbox"/> NO The contract will contain the additional terms and conditions shown in Project Manual or Specifications.</p>
FEES:	<p>The contractor is responsible for any recordation, notary, and copy fees.</p>
<p>ADDITIONAL NEEDS: Selected bidder must satisfy indicated needs before it receives a contract.</p>	<p>REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO PERFORMANCE BOND: Supply a performance bond acceptable to the City within ten days after notice of award, issued in the sum of: <input type="checkbox"/> _____ % of bid amount. <input type="checkbox"/> \$_____ <input type="checkbox"/> Specified amount</p>
	<p>REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO PAYMENT BOND: Supply a payment bond acceptable to the City within ten days after notice of award, issued in the sum of: <input type="checkbox"/> _____ % of bid amount. <input type="checkbox"/> \$_____ <input type="checkbox"/> Specified amount</p>
	<p>REQUIRED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO INSURANCE: Supply Insurance certificates showing coverage required in the specifications.</p>
	<p>REQUIRED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO LICENSES: Supply copy of all applicable and required licenses;</p>

	<p>REQUIRED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>Employee Verification:</u> Successful bidder/s must participate in the employee verification program in accordance with Louisiana Revised Statute 38:2212.10.</p>
	<p>REQUIRED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Attention to bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under the Contract, Section 3, Segregated Facilities, Section 109, Executive Order 11246, and all applicable laws and regulations of the Federal Government and State of Louisiana and bonding and insurance requirements. This will apply if CDBG funds are used to fund any portion of this project.</p>
	<p><u>Post Bid Submission: The following items are required to be submitted by the 2 lowest bidders within 3 working days of bid opening. In addition to these items other documents may be required in accordance with the project manual and/or specifications, or bid may be deemed non-responsible and rejected. Post Bid documents should be submitted to the Purchasing Bureau, Room 4W07 City Hall, 1300 Perdido St., New Orleans, LA 70112.</u></p>
	<p>REQUIRED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>TAX CLEARANCE:</u> Supply the City with a tax clearance form with the vendor's portion completed.</p>
	<p>REQUIRED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>NON-COLLUSION AFFIDAVIT:</u> Required by La. R.S. 38:2224</p>
	<p>REQUIRED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>ATTESTATION:</u> Required by La. R.S. 38:2227</p>
	<p>REQUIRED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>DISADVANTAGED BUSINESS ENTERPRISE:</u> Required by City Code Sec. 70-432.1.</p>

<p><u>POINT OF CONTACT:</u></p>	<p>Please direct all questions related to DBE compliance prior to submission of proposal via email to supplierdiversity@nola.gov Subject Line: DBE Compliance or Office of Supplier Diversity, 1340 Poydras Street, Suite 1000, New Orleans La, 70112, telephone: (504) 658-4200. Direct all other inquiries to the Bureau of Purchasing: Name: _____, Address: _____, Telephone (504) _____. E-mail: _____. <u>Except for DBE related questions: prospective bidders are prohibited from contacting City employees or officials, other than the designated purchasing official above about this procurement prior to the deadline for submitting questions or bids. Breaking the established prohibition on communications may result in your proposal being disqualified.</u></p> <p><i>NOTE: Solicitation changes issue by formal addendum ONLY.</i></p>
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<p><u>ATTACHMENTS:</u> <i>APPLIES?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO Project Manual and Related Drawings or Plans if applicable.</p>
